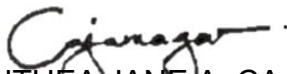


WORK EXPERIENCE SHEET

Instructions: 1. Include only the work experiences relevant to the position being applied for.

2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word Present, e.g., 1998-Present. Work experience should be listed starting with the most recent/present employment

- Duration: NOVEMBER 5, 2023 – JULY 30, 2024
- Position: POVERTY ALLEVIATION & SUSTAINABLE LIVELIHOOD PROGRAM
- Name of Office/Unit: MUNICIPAL SOCIAL WELFARE & DEVELOPMENT OFFICE
- Immediate Supervisor: FLORA O. NEDRUDA - RSW
- Name of Agency/Organization and Location: LOCAL GOVERNMENT UNIT–HINUNDAYAN
- List of Accomplishments and Contributions (if any):
  - Coordinate Municipal Activity.
  - Assist meetings and life skill trainings conducted by the PDO.
- Summary of Actual Duties
  - Facilitates every trainings and meetings conducted by the PDO.
  - Monitor and evaluate the barangay project outputs
  - Undertakes activities to improve performance indicators.
  - Maintains harmonious relationship with fellow co-workers and other personnel as well as with our MSWD Head and PDO.
  - Assist the PDO on his workloads.



ANTHEA JANE A. CAJA

(Signature over Printed Name of Employee/Applicant)

Date: MARCH 31,2025